



Presented by:

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Seminar Objectives

At the end of this seminar, participants will be able to:

- identify basic components
- manipulate objects
- customize their environment
- discover differences from 3.X
- locate training and help resources

What's New?

- Microsoft fax
- Find command
- Explorer
- Long file names
- Object properties
- Documents list
- Quick View
- Wizards
- Desktop shortcuts
- Briefcase
- Built-in interlnk
- Docking detection

to name a few...

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The Philosophy of 95

- Everything is an "object"
- Most objects have "properties" that can be customized to suit your needs

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Old Mouse--New Tricks

- left button
 - normal select
 - normal drag
- right button
 - context menu (AKA shortcut menu)
 - special drag
- single click v. double click

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What's this on the desktop?

- My Computer



An icon that represents your computer and all of its components (disk drives, settings, printers, etc.).

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What's this on the desktop?

- Network Neighborhood



If you are using a network, this icon is displayed on your desktop. It displays the outside resources that are available in the wider computing community of your network. Such resources can include other computers, drives, folders, files, and printers.

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What's this on the desktop?

- Inbox (MS Exchange)

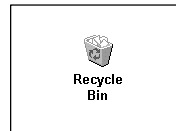


A "universal" inbox. It files any incoming messages whether they are email, faxes, online services (CompuServe) messages or files.

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What's this on the desktop?

- Recycle Bin

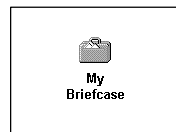


A container that W95 uses to store all of the files that you delete--just in case you made a mistake and want something back.

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What's this on the desktop?

- My Briefcase



A program that you can use to store and synchronize duplicate sets of files and folders between two different computers.

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What's this on the desktop?

- Setup MS Network



An online service operated by Microsoft Corp. that is built into Win95. Like CompuServe and America Online, it provides news, weather, sports, financial information and access to the Internet. Monthly subscription charge.

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What's this on the desktop?

- Taskbar



A tray that holds the buttons of any applications that are running for quick access.

- Switching between applications is as simple as clicking on their button on the taskbar.
- Several features of the taskbar are customizable.
 - size
 - screen position
 - properties
 - ☒ always on top
 - ☐ auto hide
 - ☐ show small icons in start menu
 - ☒ show clock

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What's this on the desktop?

- Start Button

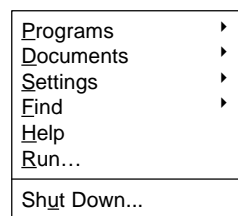


A button on the task bar that presents the start menu.

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What's this on the desktop?

- Start Menu

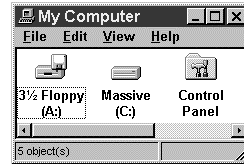


Actually a series of menus that lists programs, documents and other tools to work with your computer.

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Renovated Windows

- minimize button
- maximize/restore button
- close button
- application icon
- scroll box size
- resize tab, NOT
- pull-down menus
 - View pull-down, Options...
 - folder tab: browse separately v. single window
 - view tab: hidden files, display full path, hide extensions



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Customizing the Desktop Appearance

- Display “properties”
 - Background
 - Pattern
 - Wallpaper
 - Screen Saver
 - Appearance
 - Scheme
 - Item, Size, Color
 - Font, Size, Color
 - Settings

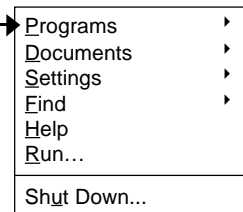
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Creating a Shortcut

- A shortcut is a small (1K) file that contains the information that tells W95 the exact path to wherever the real object is located.
- Steps to create a shortcut:
 - Select the object that you want to create a shortcut for.
 - Alternate click and drag the outline of the selected object to the place that you want the shortcut marker to be.
 - Release button and select **Create Shortcut(s) here.**

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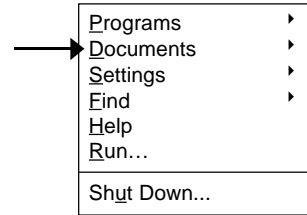
Start Menu Choices



- Programs
 - Accessories
 - Fax, Games, Multimedia, System Tools, Calculator, Character Map, Clipboard Viewer, Dial-Up Networking, Direct Cable Connection, HyperTerminal, Notepad, Online Registration, Paint, Phone Dialer, WordPad
 - Startup
 - MS-DOS Prompt
 - Windows Explorer

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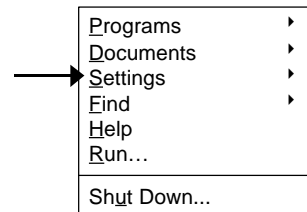
Start Menu Choices



- Documents
 - Remembers the last 15 documents that you opened, regardless of where they are stored.
 - To clear the Documents menu:
 - go to the taskbar properties
 - select the Start Menu Programs tab
 - identify the Documents menu area
 - click on the clear button

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Start Menu Choices



- Settings
 - Control Panel

The set of W95 programs that you can use to change the system, hardware, software, and W95 settings.
 - Printers
 - Add Printer Wizard
 - Printer and Fax queues
 - Taskbar
 - Access to the taskbar properties

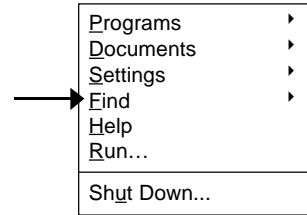
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Start Menu Choices

- Find

- Files or Folders...
 - Name & Location
 - Date Modified
 - Advanced (includes contained text!)
- Computer...

Searches through the Network Neighborhood

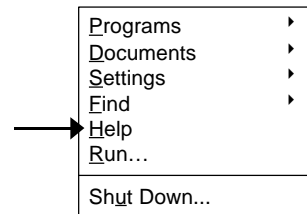


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Start Menu Choices

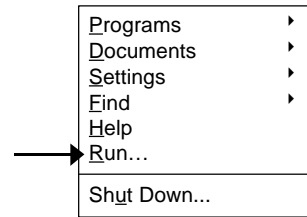
- Help

- Contents
 - 10 minute tour
 - FAQ for 3.X users
 - Introducing Windows
 - How to...
 - Tips and Tricks
 - Troubleshooting
- Index
- Find



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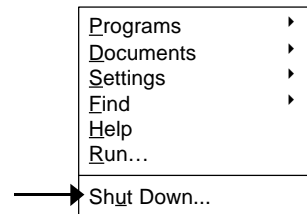
Start Menu Choices



- Run
 - One of two ways to install application programs onto your computer.
 - The other method to install software is by using Add/Remove programs located in Control Panel.

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Start Menu Choices



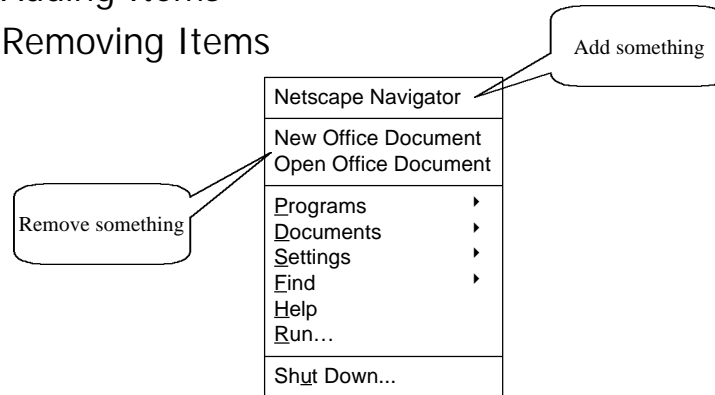
- Shut Down

To avoid loss of data or damage to W95 files, you should *always* quit W95 using the **Shut Down** command before turning your computer off.

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Modifying the Start Menu

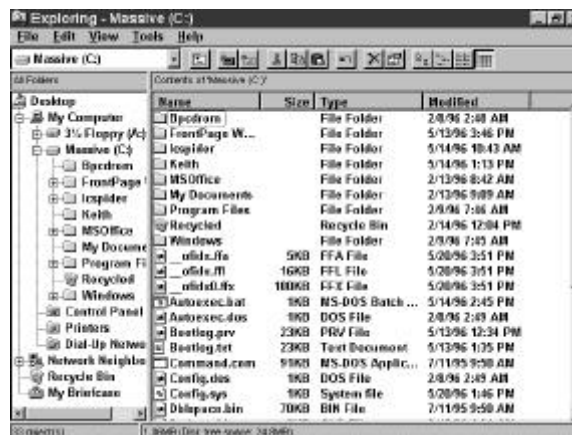
- Adding Items
- Removing Items



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Using the Explorer

- Works like 3.X File Manager but can display all of your drive connections in one window.



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Long Filenames

- Up to 255 characters in length
- Can include spaces, upper or lowercase letters, and many symbols, \$ % ` - ! () ^ # & + , ; . = []
- If you assign a long filename, 95 automatically creates an 8.3 alias for backward compatibility
 - Letter to Mom *becomes* LETTER~1.DOC
 - Letter to Bill Clinton *becomes* LETTER~2.DOC
 - Memo to Staff *becomes* MEMOTO~1.DOC
 - Resignation Letter *becomes* RESIGN~1.DOC

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Other Training Resources

- For hands-on sessions, call the Division of Workforce Development at 6-6211.
- For walk-in consulting, call the User Resource Center at 6-5025.
- Recommended references:
 - Windows 95 Resource Kit
(Microsoft Press) \$49.95
 - Microsoft Windows 95 Step by Step
(Microsoft Press & Catapult Inc.) \$29.95
 - The Ultimate Microsoft Windows 95 Book
(Joanne Woodcock, Microsoft Press) \$24.95

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